



July 18, 2008

To: City/Town/District Collectors:

This letter sets forth the annual reporting requirements of Collectors to the Bureau of Accounts and includes other matters.

**1. Schedule of Outstanding Receivables**

For FY2009, this Schedule must be completed and returned to the Accountant/Auditor who will forward it with additional documentation for free cash certification to the Bureau.

This Schedule compares the detailed listings of the Collector, Treasurer or department head with the balance of certain outstanding receivables of the Accountant/Auditor.

**2. Compensating Balance Analysis**

This report must be completed and returned to the Bureau by September 30, 2008 only if your city, town or district had a compensating balance account in FY2008. Please send to the Bureau a copy of any new agreement for FY2009, even if you do not have to complete the worksheet.

If you have any questions regarding your account, please contact your bank. If you have any questions regarding the completion of the worksheet, please contact Gerry Cole of the Bureau's Public Finance section at 617-626-4110.

**3. Other Matters**

**Affidavit as to Time of Sending Tax Bills**

Please keep one completed copy and file another with the city or town Clerk. Do not send a copy of this document to the Bureau of Accounts unless requested by the Director.

## Forms

Additional forms are available on our web site at [www.Mass.gov/dls](http://www.Mass.gov/dls).

## Mailing Address, Fax and E-mail Address

Compensating Balance information may be should be mailed, faxed or E-mailed to:

Public Finance Section  
Bureau of Accounts  
P.O. Box 9569  
Boston, Mass. 02114-9569

Fax: 617-626-3916

E-mail: [coleg@dor.state.ma.us](mailto:coleg@dor.state.ma.us).

If you have any questions with regard to any item found in this letter, please do not hesitate to contact the Bureau.

Sincerely,

A handwritten signature in cursive script, reading "Gerard D. Perry".

Gerard D. Perry  
Director of Accounts